Accelerated SAP State of Utah	Organization/Area: Title:	BUSINESS PROCESS PROCEDURE Payroll Department Comp Delete Report		
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Comp Delete Report.doc	Release:	R/3 4.6C	
Responsibility:	Agency Payroll Staff	Status:	Issued: 02/05/2004	Revised:

Overview

Trigger:

Agency payroll staff wants a report showing FLSA exempt employees that lost comp time at the anniversary period.

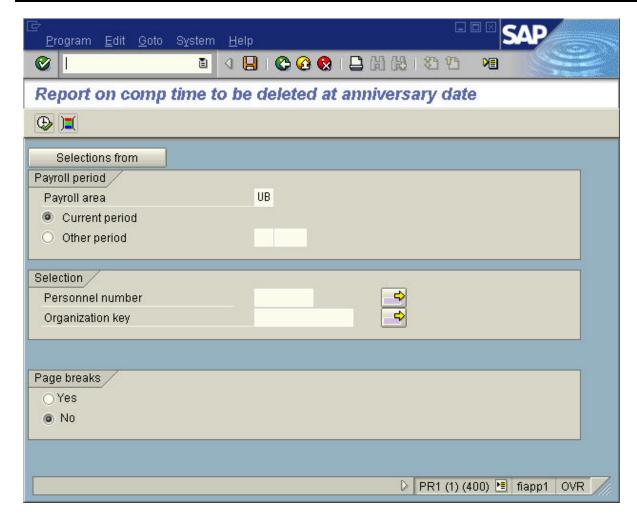| Business Process Procedure Overview |
|---|
| Comp time hours are deleted once a year for FLSA exempt employees. Each agency has established the anniversary comp delete period in which any comp hours are lost for FLSA exempt employees. This report allows agencies to identify employees who lost comp time that was not used before the end of the anniversary period.

The comp time is not actually deleted until the pay period after the anniversary period in order for employees to use is it during the specified pay period. As a result, comp time that is earned in the pay period in which the delete occurs is deleted as well.

Agencies can use this report to identify employees that lost comp in error. The "Earned in year-period" column on the report shows how many hours the employee accrued in the pay period following the anniversary period. A quota correction to increase comp by the number of hours in the "Earned in year-period" column should be entered with an effective date that is two pay periods after the anniversary period. |

Procedural Steps

1.   **Access transaction by:**

Via Menu	Reports - other > Comp Delete Report
Via Transaction Code	Z_COMP_DELETE
Via Favorites Menu	Comp Delete Report

Double click on "Comp Delete Report" and the following screen will appear:

Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page breaks	Yes or No

1.2   Specify the payroll area. The screen defaults to the correct area, UB.

1.3   Specify the pay period. The screen has the selection of current period or other period.

- Current period
  - ➢ Do not use this option for this report as the data is not available during the current period.
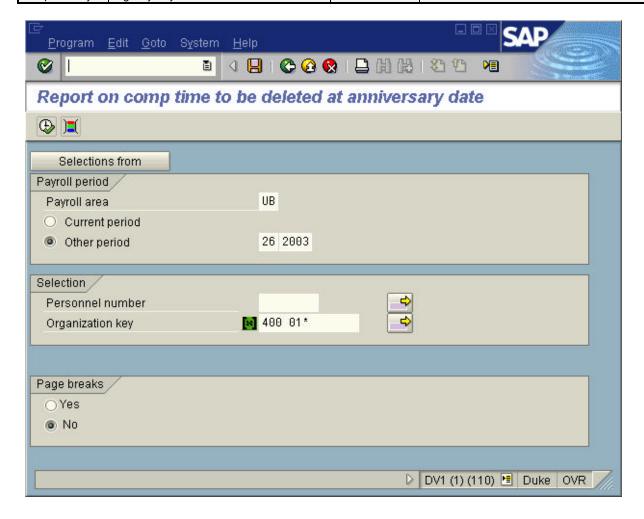
- Other period
  - ➤ Use this option to enter the pay period number of the agency anniversary period. The data will not be available until time evaluation runs for the pay period following the agency anniversary period.

1.4 **The "Personnel number" field may be left blank if using the agency "Organization key".** Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.5 **The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 400 and orgs with 01, enter 400(space)01*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 400 and any org beginning with 01.

1.6 **The "Page breaks" buttons create a page break after each org change or not create any page breaks.** The default is No, do not create page breaks when the org changes.

1.7 **Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is below.

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  Report on comp time to be deleted at anniversary date


                  COMP TIME DELETED AT ANNIVERSARY DATE        PAGE:    1
  DATE: 02/05/2004
  FOR PAY PERIOD 26 OF 2003

                                                          Earned in
  AGY  ORG   DIST   EIN     NAME              COMP TIME LOST  year-period  200401

  400  0101  0000   121349  Arthor, Henry              20.50     10.00
  400  0101  0000   110077  Dustin, Roark              37.50     10.50
  400  0101  0000   145617  Jackapy, Chardinay          7.00      0.00

  TOTAL EMPLOYEES IN ORG 0101:            3
  TOTAL COMP TIME HOURS LOST IN ORG 0101:      65.00
  TOTAL COMP TIME EARNED IN ORG     0101:      20.50


  400  0102  0000   109398  Horn, Kiki                  1.00      1.00
  400  0102  0000   110245  Walling, Lyle               2.00      0.00
  400  0102  0000   100696  White, Desmond             68.00     13.00

  TOTAL EMPLOYEES IN ORG 0102:            3
  TOTAL COMP TIME HOURS LOST IN ORG 0102:      71.00
  TOTAL COMP TIME EARNED IN ORG     0102:      14.00



  TOTAL EMPLOYEES IN AGENCY 400:                 6
  TOTAL COMP TIME HOURS LOST IN AGENCY  400:   136.00
  TOTAL COMP TIME EARNED IN AGENCY      400:    34.50


  GRAND TOTAL COMP TIME HOURS LOST:      136.00
  GRAND TOTAL COMP EARNED:                34.50

  GRAND TOTAL EMPLOYEES:                  6

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1.8 **To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

2   The report heading contains the following information:

 ➢ The report title

 ➢ Page number

 ➢ Date the report was run

 ➢ Pay period and year

2.2   The columns on the report are listed below with a brief description.

Agy	The employee's agency code.
Org	The employee's low org.
Dist	The employee's distribution code.
EIN	The employee's identification number.
Name	The employee's name.
Comp Time Lost	The amount of comp time lost during the agencies anniversary period.
Earned in year-period	The number of hours accrued in the pay period following the anniversary period.
Total Employees in Org	Sub total of employees in each org that lost comp.
Total Comp Time Hours Lost in Org	Sub total of the comp time lost for each org.
Total Comp Time Earned in Org	Sub total of the comp time earned for each org.
Grand Total Comp Time Hours Lost	Grand total of the comp hours lost for all of the selected employees.
Grand Total Comp Earned	Grand total of the comp hours earned for all of the selected employees.
Grand Total Employees	Grand total of the employees that lost comp.